

***COLEGIO UNIVERSITARIO  
DE SAN JUAN***

**STUDENTS ORIENTATION MANUAL  
ASSOCIATE DEGREE AND BACCALAUREATE  
OF SCIENCE IN NURSING  
2021 – 2024**



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Dear Student:

You are important to us and that is why we created this Orientation Manual for our Associate Degree (ADN) and Bachelor of Science in Nursing (BSN) students. The purpose of the manual is to familiarize you with the operation of the Health Related Sciences Department (HRSD), standards and policies, curricular sequence, and student duties, among others. The information presented is of great importance and we hope it will be helpful.

This manual in no way replaces the General Catalog or the Student Regulations, nor does it replace the guidance or advice that we as teachers can provide you during the courses. Both the nursing professors and the Institutional support staff are in the best disposition and ready to work with you to achieve the development of your professional and personal goals.

Cordially,

**Faculty**

Health Related Sciences Department

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## **COLEGIO UNIVERSITARIO DE SAN JUAN**

### ***Historical background***

Colegio Universitario de San Juan (CUSJ) is the first post-secondary education institution sponsored by a municipal government in Puerto Rico. It began on January 10, 1972, under the name of Technological College of the Community of the Municipality of San Juan, Capital of Puerto Rico. It was created by Municipal Ordinance Number 109, series 1970-71. Later, through the Ordinance Number 37, Series 1981-82, the name of the institution is changed to Technological College of the Municipality of San Juan. On August 16, 1999, the Board of Trustees approved that the name be changed to Colegio Tecnológico de San Juan. And in June 2003, the Higher Education Council authorized the change to Colegio Universitario de San Juan.

The School was located until 1978 at Stop 15, in the facilities of the old Puerto Rican School for Girls. In that year, the new facilities were inaugurated at 180 José Oliver Ave. of the Tres Monjitas Industrial Urb in Hato Rey. It has the following facilities: a three-story building, a two-story annex, a Sports Complex, and parking spaces.

### ***Vision***

Colegio Universitario de San Juan will be the best university of its class and size, recognizing the student as the reason for our efforts. We provide an interdisciplinary education with a humanistic and social vision that transforms, in multiple dimensions, the educator and the student.

### ***Mission***

Colegio Universitario de San Juan offers transformative educational opportunities at the college and post-secondary level. Our academic and professional and occupational development programs train professionals capable of interacting with their environment. We are agents of change at the service of the socioeconomic, technological, and cultural development of Puerto Rico.

## **HEALTH RELATED SCIENCES** **DEPARTMENT**

### *Historic background*

The proposal to start a Nursing Program in our College was prepared by Professor Leonor Irizarry at the beginning of 1977. This proposal was presented by Professors Aida M. Declat and Consuelo Pérez, for which there was no opposition. The Associate Degree in Nursing (ADN) program began in August 1977.

The program arises as a result of the existing needs on the island and therefore in the population of San Juan. Hospitals needed well-trained nursing staff to be leaders in nursing care, who could perform independent functions. The students and later graduates were sure that, upon completion of their ADN, they would have employment in the different health agencies in the San Juan area.

In 1977, the ADN program was licensed by the Puerto Rico Office of Registration and Licensing of Educational Institutions (*ORLIE* for its acronym in Spanish) formerly the Puerto Rico Higher Education Council. By 1978, CUSJ achieved accreditation from the Middle States Commission on Higher Education (MSCHE). The Institution has been a member of the "National League for Nursing" since 1985, achieving accreditation by the "Accreditation Commission on Education in Nursing" (ACEN formerly "National League for Nursing Accreditation Commission") since March 1990.

The ADN Program is designed to be completed in two (2) years and one (1) summer. It includes a theoretical content of eight (8) basic courses and three (3) related courses for a total of thirty-four (34) credits. Eight (8) nursing concentration courses are required for a total of thirty-eight (38) credits. To complete the associate degree, it is required to take seventy-two (72) credits.

For the year 2000, the Faculty submitted to the Board of Trustees the proposal for the baccalaureate program, which was approved. In 2001, it was submitted to the Puerto Rico Education Council, and in 2002 it was accredited by the MSCHE, being the first baccalaureate degree approved and offered in our School. Our ADN to BSN program admits students who have an Associate's Degree in Nursing and is designed to complete 57 credits in one and a half (1 ½) years.

The Nursing Programs, as integral units of the CUSJ, share the institutional goal of service to the community, offering quality educational opportunities to young people and adults according to their needs and interests. Our students are nursing professionals prepared for

positions to offer direct care to individuals with common and recurrent health problems or leadership in a variety of health service settings.

### *Vision*

The Department of Sciences Related to Health will be a Program of academic excellence where the student is recognized as the center of our efforts. We will provide an interdisciplinary education based on competencies that achieve in the student an integral development for the health service in the community.

### *Mission*

The Health-Related Sciences Department offers transformative educational opportunities at Associate and Baccalaureate levels developing professionals in the nursing fields to offer optimum, holistic, and quality Self-care and change-enabling agents at the service of Puerto Rico's socioeconomic, technological, and cultural development.

### *Philosophy*

The nursing program as an integral part of the CUSJ, is in harmony and responds to the Institutional philosophy and articulates with the institutional mission, vision, goals, and objectives founded on philosophical principles that integrate the humanistic, reconstructionist, and technological current.

### *Student*

We believe in the comprehensive development of students, as an agile academic organization where the methodology and experience of the Institution have sufficient formative force to prepare suitable professionals in their areas of performance, responsible citizens, and people capable of freely deciding at the service of who is going to put their ability to know and transform reality.

We believe that the student possesses the competencies and the concepts, skills, and attitudes learned based on competencies of an interdisciplinary curriculum where the specialty competencies respond to the general education competencies that in turn guide the development of the courses so that they perform within their professional, social, and personal roles.

### *Human Being*

We believe that the understanding of the human being is basic to the nursing practice. The multiple causality of existential factors defines the human being as a holistic, multidimensional being that is simultaneously universal

in its thought and particular in its behavior and its identity.

***Society***

We believe that society is made up of groups of people where cultural diversity in society stands out, cooperative relationships are established through a collective order following common rules and laws to improve it identifying, facing, and solving problems for the common welfare of cultural society. Puerto Rican society is undergoing changes that respond to political, economic, cultural influences, scientific discoveries, moral and aesthetic values that guide decision-making, and the way in which the individual satisfies his own care.

***Health***

We believe that health is a state of optimal well-being from a holistic perspective of the human being. This implies that health is the person's ability to integrate their physical, social, psychological, and spiritual dimensions before the demands of the environment and their self-care. The perception of health is influenced by the selective knowledge that emerges from experiences in the family, group, community, social values, cultural values, lifestyles, health services, their accessibility, and the individual commitment of each human being to select activities aimed at promoting and maintaining health, and disease prevention.

***Nursing***

We believe that nursing is the science and art of caring for the health of individuals, the family, and the community. It is an essential service within the field of health, according to the different stages of human growth and development as well as the provision and management of self-care actions for the preservation of health and therefore of life. Nursing, as a discipline of professional practice, responds to the needs and demands of these social groups using the natural

sciences, human behavior, and nursing as a foundation. Accepts legal responsibility for your nursing actions related to the care offered to the patient and client in accordance with the laws that regulate nursing practice.

***Nursing Process***

We believe that nursing is a process of deliberate action and problem-solving that is based on scientific methods through the application of the Nursing Process. It is implemented to help the individual, family, groups, and community under care, in the promotion and maintenance of health, prevention, treatment of diseases, rehabilitation, and in the stage of death. The practice of the nursing professional is based on the application of current scientific research.

***Communication***

We believe in effective communication and interpersonal and interprofessional relationships to facilitate decision-making and problem-solving in ongoing health and illness in different scenarios. Nursing applies theoretical concepts to guide its practice and serves as a foundation to increase and strengthen the body of knowledge of this discipline and interact with interprofessional teams.

***Education***

We believe that nursing education is grounded on a curriculum based on general and specific competencies where concepts, skills, and attitudes are developed in an integral way to be able to perform within their professional, social, and personal role. The professor stimulates the student through the education process as an agent of change and facilitator. The learner is a unique being with a natural potential to learn. Possess interest, needs, and intellectual abilities to learn at their own pace and maturity. Accept responsibility for your continuing professional development.



***General Education Competencies***

1. Nurture in the student self-esteem, self-assurance, and self-determination.
2. Develop the students' communication skills.
3. Develop the student's ability to establish positive interpersonal relationships in their daily life.
4. Develop the students' logical and quantitative reasoning skills.
5. Empower students to make value judgments, make decisions, and adapt to society's changes.
6. Develop the learner's appreciation for their cultural and historical heritage.
7. Promote the appreciation, preservation, and improvement of the environment, the natural world, and personal health.
8. Develop students' willingness to assume leadership roles, fulfill their civic duties and responsibilities and contribute to the economy of their country.
9. Develop students' technological knowledge and its applications.

***Nursing Programs Competencies***

1. Nurture in the student self-esteem, self-assurance, and self-determination to apply fundamental concepts of Dorothea Orem's Self-Care Theory, other theories, and basic teaching principle in the nursing practice role in different health scenarios with an individual, family, groups, and community.
2. Develop a person with written and oral communication skills to offer humanistic and assertive care and collaborate with other disciplines to promote an optimum health state to an individual, family, groups, and community in different scenarios.
3. Develop a person that establishes efficient and effective interpersonal relationships when planning with the corresponding nursing and interprofessional team to offer a humanistic and responsible care to an individual, family, groups, and community in different health scenarios.
4. Develop a person with quantitative and logical reasoning when planning, offering, and evaluating a nursing care in collaboration with the interprofessional

team to promote care environmental y secure working scenarios for an individual, family, groups, and community.

5. Prepare to make sound judgments, critical thinking and decision making to apply the nursing processes and use problem solving models when adapting to political, social, and economic changes along with organizational ethical, legal, regulatory, and political changes to offer care to an individual, family, groups, and community.
6. Develop in the student the appreciation for the nursing historic and transcultural heritage when offering a humanistic care to an individual, family, groups, and community on different life cycles.
7. Cultivate appreciation, security, preservation and wellbeing of the environment, the natural world and personal health, applying the knowledge of biological and behavioral sciences, security measures of clients and of nursing when valuing human needs of an individual, family, groups, and community.
8. Develop a person that takes leadership, professional values, abides to duty, supervise, and administers nursing care, advocates for citizen rights, and contributes with the economy of the country.
9. Develop students' technological knowledge with a high skill level and specialized and basic technical skills abilities to fulfil biological, social, spiritual, and emotional needs of the individual through health care levels in different scenarios.

***Nursing Programs Student Learning Outcomes***

***Critical Thinking***

Mental process that represents the structured, self-regulated, and creative systematic way of thinking in nursing. It is a careful, deliberate, focused thought, in an object oriented to obtain a result. You are constantly re-evaluating, self-correcting, and striving to improve. It is oriented to the patient, group, family, and the biopsychosocial, spiritual human needs of the community. It is based on the principles of the nursing process and the evidence-based scientific method. In the application of critical thinking, simple and complex skills are involved, concepts, attitudes, experiences that serve as a basis for making judgments and decision-making in solving problems or situations presented by individuals, groups, families, and communities under their care in the state of health and disease.

***Therapeutic Interventions***

Series of direct or indirect, dependent, independent, and collaborative actions carried out by the ADN nursing professional for the benefit of the client. They are based on knowledge and socio-affective, safe, effective, and legal psychomotor skills. The quality of care is facilitated in the promotion, prevention, maintenance, and rehabilitation of the individual, family, group, and community in different environments, health scenarios, and cultural diversity.

***Communication and Interpersonal Relationships***

Communication is the exchange of ideas, thoughts, and feelings that are transmitted through verbal and non-verbal communication. Communication serves as a foundation to facilitate processes and standards of the nursing profession in the provision of humanistic care, acquired through an interdisciplinary, competency-based curriculum. The process is adapted to the new trends in communication technology, such as the use of the Internet and communications and "media communication", which facilitates effective therapeutic communication and promotes patient and family health care. Interpersonal relationships are reciprocal processes that involve the exchange of information and involve oral communication strategies. Nursing as a profession also requires scientific and technical knowledge to establish an interpersonal relationship as a foundation for the practice of its work, since nursing is understood as "a helping relationship". A relationship of help oriented to the assistance of the biopsychosocial, spiritual needs of the patient with or without health deviations.

***Associate Degree in Nursing (ADN)***

***Program Goals***

1. Develop human beings capable of functioning professionally and ethically in society.
2. Constant evolution directed towards the personal and professional growth of the student.
3. Integrates life skills, leadership, and appreciation of cultural diversity in society.

***General Objectives***

1. Develop in the student general and specialty competencies related to the body of nursing knowledge.
2. Integrate behavioral sciences, social sciences, arts, and technology to guide your nursing practice.

3. Prepare students to work in different positions in a variety of health settings.
4. Evaluate the degree of satisfaction of the program through instruments submitted to faculty, students, graduates, and managers of health agencies.
5. Maintain accreditation of the Program obtained by regulatory agencies.
6. Incorporate the trends of the new millennium related to health, nursing, education, and technology in the program's curriculum.
7. Develop promotion strategies for the admission and retention of students in the nursing program.
8. Promote the professional development of faculty and students.

***ADN Graduate Profile***

The nursing practitioner of the CUSJ ADN program is an associate nurse who provides direct care to individuals, families, groups, and the community in a variety of health service settings.

1. Exhibits characteristics of the profession to be performed.
2. Applies concepts from Dorothea Orem's theory and other theories to guide their services in nursing practice and to promote self-care.
3. Integrates general education and specialty competencies related to the discipline of nursing to guide their practice when providing nursing care.
4. Use effective oral and written communication strategies.
5. Establishes positive interpersonal relationships to offer quality care and facilitate their interaction with the health team and the community where they serve.
6. Applies logical and quantitative reasoning skills when planning and evaluating the health care offered by him/her and other members of the nursing team.
7. Uses critical thinking when making decisions and making judgments when developing, implementing, and evaluating nursing actions in solving problems.
8. Shows the ability to carry out the functions and responsibilities established by Law #254 of December

31, 2015, that regulates the practice of nursing in Puerto Rico.

9. Uses basic nursing skills and abilities based on a knowledge of the natural, behavioral, and nursing sciences.
10. Identifies health problems applying as a frame of reference the component of physical, mental, social and spiritual well-being of the patient/client (holism).
11. Participates in the collection, review, and analysis of data regarding the patient's/client's condition in light of health history, observation, diagnostic test results, and medical treatment plan.
12. Execute those aspects of the nursing care plan that are delegated to them according to their knowledge and skills, including the administration of medications and treatment with efficient safety and in accordance with the current laws of Puerto Rico.
13. Documents in the clinical record significant changes in the client's health status that interfere with their ability to meet their basic needs.
14. Collaborates in the development and execution of the teaching plan for the client, family, and groups in the community.
15. Advocates respect the dignity of the human being through nursing actions.
16. Participates in activities related to community health through interdisciplinary processes, as well as in research studies related to nursing care.
17. Accepts legal responsibility for your nursing actions and for keeping up to date with knowledge and skills related to your area of work.
18. Offers care under the direction and supervision of the general practitioner or specialist nurse.

***Baccalaureate of Science in Nursing (BSN)***

***Program Goals***

1. Develop integral professionals in the field of health according to institutional goals and objectives.
2. Transform the student in multiple humanistic, ethical, legal, biopsychosocial, and cultural dimensions within the nursing profession.

3. Train committed professionals who assume leadership and act as agents of change in the field of health.

***General Objectives***

1. Adapts holistic interventions based on theories, research, and standards of the nursing profession to nursing practice.
2. Demonstrates scientific knowledge and critical thinking as the basis of nursing practice.
3. Demonstrates verbal, written, and technological communication skills in providing health care to individuals, families, groups, and the community.
4. Applies administration and management theory and principles when collaborating with the interprofessional team to promote and deliver quality care.
5. Assume active participation to influence public policy that benefits the patient and the profession.
6. Integrates research to estimate health problems and implement evidence-based practice.
7. Assume commitment to their professional and personal development according to new trends within the health system.
8. Develops effective interpersonal relationships with clients and interdisciplinary team in the exercise of their profession.
9. Incorporates empirical and humanistic knowledge when applying the nursing process.

***BSN Student Learning Outcomes***

In addition to the Nursing Programs Student Learning Outcomes, BSN students will develop the following BSN Learning Outcomes:

***Decision Making***

Process to develop students as capable individuals to decide from a variety of alternatives professional quality maintenance. Decision-making has consequences, and responsibilities and uses a reflection process in which critical and logical thinking skills are applied taking into consideration theoretical, and bioethical models on growing stages and physical, psychological, and spiritual development of the human beings with whom they interact.

***Leadership***

Art or process to influence people to encourage them on group goals compliance. The will to work with confidence, intensity on professional execution, and honesty. The ability to influence a group to modify behaviors to achieve a change and transformation of the professional practice. The use of a variety of leadership styles in the professional role to lead, guide, orient and conduct objective achievement. Ability to reflect respect for knowledge, expertise, and peer and other health professionals' contributions.

***Problem Solving***

Systematic, conscient, explicit, and sensible process that integrates strategies to solve situations from the nursing profession. The student developed an inquisitive and flexible way of thinking where care priorities are established in accordance with the patient's identified needs. Short- and long-term goals are set to offer quality care among the different practice areas according to the needs and identified resources. Patient and family participation are incorporated to solve or make changes in situations around a problem. Results are evaluated and shared with the interprofessional team, patient, and family considering privacy and information confidentiality.

***BSN Graduate Profile***

1. Provides direct nursing care to individuals, families, groups, and the community in different health settings throughout the life cycle.
2. Applies the principles and concepts of Dorothea Orem and other nursing theories to guide nursing practice and especially to promote self-care in the individual, family, groups, and community.
3. Integrates and synthesizes the general and role competencies by applying the nursing process, biological sciences, behavioral sciences, art, and technology and taking into account cultural diversity, humanistic and spiritual care when offering its practice to the individual, family, group, and community in different settings.
4. Uses the Nursing Process to offer individualized care in the different stages of human growth and development in the health-disease continuum.
5. Responsible for designing, planning, implementing, delegating, and evaluating actions in nursing practice.
6. Applies logical and quantitative reasoning skills when planning and evaluating the health care offered.
7. Uses critical thinking when making decisions, setting priorities, and making judgments when developing, implementing, and evaluating nursing actions.
8. Applies practice concepts based on scientific evidence and evaluates research findings to make decisions in professional practice aimed at improving patient, family, group, and community care.
9. Designs educational plans to promote the well-being, prevent and maintain the health of the individual, family, groups, and community.
10. Incorporates effective oral and written communication techniques, leadership, negotiation, and conflict resolution to produce positive labor relations.
11. Integrates into interprofessional and collaborative work teams to offer and advocate for quality care and service safety.
12. Demonstrates ethical and legal responsibility in compliance with the standards of the profession, code of ethics, and the law that regulates nursing practice.

**Curricular Sequence**

**Associate Degree in Nursing (ADN)**

Code	Course Title
<b>FIRST SEMESTER</b>	
ADAP 1101	Adaptation to University Life
BIOL 1103	Human Anatomy and Physiology I
ENFE 1005	Posology Principles in Nursing
ENFE 1006	Fundamentals in Nursing
LICO 1101	Computer Literacy
<b>SECOND SEMESTER</b>	
BIOL 1104	Human Anatomy and Physiology II
ENFE 1107	Adult Health and Deviations I
ESPA 1101	Spanish I
ENFE 1108	Fundamentals of Pharmacology
<b>Summer</b>	
SICO 1102	Growth and Development Psychology
ESPA 1102	Spanish II
<b>THIRD SEMESTER</b>	
BIOL 2201	Microbiology
ENFE 2218	Adult Health and Deviations II
INGL 1101	English I
ENFE 2219	Women's Reproductive Health
<b>Fourth Semester</b>	
ENFE 2214	Child and Teenager Health and Deviations
ENFE 2211	Self-Care of the Individual with Mental Health Threats and Deviations
INGL 1102	English II
ENFE 2215	Trends in Self-Care

**Baccalaureate of Science in Nursing (BSN)**

Code	Course Title
<b>FIRST SEMESTER</b>	
ESTA 2255	Basic Statistics
CISO 1101	Social Science I
ENFE 3104	Nursing Theory, Models, and Roles
ENFE 3105	Nursing Process and Physical Estimation
ENFE 3205	Core in Nursing
ELEC DIR	Guided Elective
<b>SECOND SEMESTER</b>	
HUMA 1101	Western Civilization I
QUIM 1010	General Chemistry
QUIM 1010L	General Chemistry Laboratory
ENFE 4101	Research in Nursing
ENFE 4102	Family and Community Self-Care
ELEC DIR	Guided Elective
<b>THIRD SEMESTER</b>	
HIST 1103	History of Puerto Rico
ENFE 4207	Nursing Process and Pathophysiology
ENFE 4208	Nursing Administration, Leadership, Management, and Practice
HUMA 1102 / CISO 1102	Western Civilization II / Social Science II
ELEC DIR	Guided Elective

### ***Student Rights***

Nursing students have the right to:

1. Educate yourself.
2. Present reasonable objections to data and opinions presented by the professor.
3. Examine aspects of discipline in accordance with the norms of intellectual responsibility proper to academic work.
4. Receive respect from the teacher.
5. Confidentiality of your opinions and beliefs expressed in private and/or in the classroom.
6. Receive individualized and/or group academic, vocational, and personal counseling by the professor, guidance counselor, and academic advisor.
7. Require that the teacher covers the essential elements of each course.
8. Freedom of critical thought and expression in relation to their academic achievement.
9. The privacy of your academic record.
10. The privacy of your behavior.
11. Receive first aid health service when an injury occurs while performing academic duties at the Institution.
12. Enjoy green areas in the Institution.
13. Right to parking, depending on availability.

### ***Student Duties***

#### **Delivery Documents**

To safeguard the health of the student and the client (patient), the following mandatory requirements have been established for nursing students.

### ***Admission***

All applicants for admission to the Nursing Program will submit along with their admission application and during the interview process they will present current evidence of the following requirements:

- a. 2.80 GPA
- b. Interview with the Nursing Faculty
- c. Health Certificate
- d. BSN program admission - transfer students must have completed an Associate Degree in Nursing at an accredited university and have approved Computer Literacy and Pharmacology courses. Otherwise, these courses must be approved at our institution.

### ***Clinical Experience***

During each semester in which the student participates in a course with clinical experience, they must submit the original and submit a copy of the following documents:

- a. Negative Criminal Background Certificate
- b. Health Certificate
- c. Evidence of COVID-19, Influenza, Hepatitis B and Varicella vaccination. If more than 10 years has passed on the Hepatitis B and Varicella vaccination, titer test labs are requested.
- d. CPR Certificate
- e. Sex Offender Registry (PR Law No. 300 Certificate)
- f. HIPPA Law Certificate
- g. Particle Aspiration Certificate
- h. Nose Culture
- i. Public Policy # 284 - Administrative Order of the Secretary of Health to Establish Public Policy Regarding the Use of Clothing and the Maintenance of Long or Artificial Nails by Health Professionals
- j. Student Identification
- k. Hospital Orientation Attendance
- l. Others: depending on the specifications or the protocol of the Affiliated Practice Agencies

The aforementioned documents must be current and cannot expire during the academic semester. They must be delivered no later than the second (2nd) week of classes to your teacher. The student who has not delivered these during the established period will be removed from the list of students in the course, therefore, they must process

withdrawal (W) from it. The delivery of documents is a requirement of the Affiliated Practice Agencies.

The Department will file evidence of these documents while the student is active and their handling complies with the provisions of FERPA Law 34 CFR, 99.

### ***Uniforms***

Students in nursing programs are expected to be professional in their appearance. Therefore, in order to demonstrate your personal discipline and maintain a consistent standard in the appearance and use of your uniform, the following guidelines have been developed.

1. It must be washable, it will always be used completely, clean, healthy, and loose to the body.
2. The official colors are light blue and white, used in combination as described below.
  - a. to. Woman – with white bib, three-quarter length sleeves, and white stockings. If it is a suit or skirt, it must not be shorter than the middle of the knee and the pants must not be shorter than the upper edge of the shoe.
  - b. Male – light blue shirt, white pants (no shorter than the top edge of the shoe), and white socks.
3. Wear only clean, closed-toe, white, rubber-soled shoes.
4. The insignia of the College, corresponding to its grade, will always be worn on the left sleeve.
5. Have visible at all times the pin with the name and surname ("name tag") and the College student identification card. Sometimes the Affiliated Practice Agencies make their own identification cards, these will be used in conjunction with those of the College.
6. The items allowed or accepted while wearing the uniform are a wristwatch (manual or digital) with a second hand, a wedding ring (single or ring), and a pair of sleep screens in the ears. Under no circumstances is the use of other clothing allowed ("eyebrow, nose, ear and tongue piercing") and the male student may not use screens during the clinical experience at the Affiliated Practice Agency, as well as the Nursing Skills and Therapeutic Intervention Center (NSTIC).
7. Tattoos must be covered and not visible.

8. Students with long hair will keep it tied up at all times so that it does not fall out and contaminate or become contaminated during the clinical experience in the Affiliated Practice Agencies. No fancy hair colors are allowed. Boys will keep their hair short and those who wear mustaches or beards must keep them short and well-groomed. There are Affiliated Practice Agencies that do not allow the use of beards.
9. Use simple makeup and as natural as possible. If you use any lotion, cologne, or perfume, it should have a mild fragrance.
10. The student will keep their nails clean, short, and natural (free from artificial and/or acrylic nails), as established by Administrative Order # 284 of February 24, 2006, where the Department of Health establishes the public policy on the use of garments and artificial or acrylic nails.
11. Refrain from chewing gum, drinking alcoholic beverages, or smoking. The student will be responsible for ensuring that his uniform does not have the impregnated smell of nicotine and that his breath is not offensive.
12. The use of the same will only be to attend the clinical experience or related activities that the use of it is requested.

Students who do not meet or follow these uniform and professional appearance guidelines will be sent home and will be awarded an unexcused absence for their clinical experience. All the indications explained apply to the Affiliated Practice Agencies, as well as in the Nursing Skills and Therapeutic Intervention Center (NSTIC).

### ***Attendance***

Students are expected to attend all classes and activities for the courses in which they are enrolled.

1. All class attendance and clinical experience are mandatory and absence from these may result in the loss or failure of the course.
2. Absence from any class, regardless of the cause, reduces the opportunity for the teaching-learning process and may adversely affect the student's learning in the course. In case of absence, the student will be responsible for the material covered on the day of his/her absence. The professor may provide tutoring on the merits of the case with the required evidence.

3. Attendance at the clinical experience is compulsory. It begins on the first day of classes at the College, therefore, absences will be counted from that date. The student must be at the appointed time to arrive by the teacher.
  4. Failure to meet course requirements (even if related to excused absences) could result in failure of the course.
  5. A student who becomes ill must notify the teacher and this absence must be justified with a medical certificate.
  6. Attendance at the orientation of the Affiliated Practice Agencies/hospital for clinical experience is compulsory. Non-attendance entails having to process withdrawal (W) from the course. Standard of Affiliated Practice Agencies.
  7. Students who are officially representing the school, in sports, extracurricular activities, etc., will not be counted as an absence, as long as the teacher has been previously notified. The student who attends these activities must complete any work or assignment, according to the teacher's instructions.
  8. Three tardiness equals one absence.
  9. Three absences are equivalent to administrative leave (WF).
  10. Attendance at the Nursing Skills and Therapeutic Intervention Center (NSTIC) will be compulsory, in cases that are referred. You will have to cover the task in the allotted time.
4. No replacement of Partial Tests will be offered except for justified reasons or conditions, with written evidence and in coordination with the teacher. During each academic semester, only one Partial Test will be replaced per course, in addition, any test taken outside the assigned date and time loses 10% of the total grade.
  5. The short tests will be offered during fifteen (15) minutes of the course period, at any time during the course, and they will not be replaced.
  6. Papers, written and oral, with specific dates (reports, bibliographic records, written and oral care plans, among others), will not be accepted after two weeks after the established dates. 10% of the grade will be deducted from all work delivered or presented after the established date.
  7. All written work must be done on the computer, using the APA format, and must include an introduction, content, and bibliographies or references used.
  8. All students must maintain a retention average according to standards established by the institution.
  9. All students must obtain a minimum GPA of 2.00 in order to graduate from the Nursing Program according to the Institution's standards.
  10. The student is responsible for making the Incomplete request in writing to the teacher, according to the form established by the College.

### ***Academic Achievement***

1. The distribution of each course will be established based on the percentage (%) as established in the criteria.
2. Approve the Theory and the Clinical Experience of each nursing course with a minimum of 70% in each one.
3. Remember that the Clinical Experience grade is important, in the ADN this is 30% and, in the BSN, it is 40% of the final grade for the course in general. The student must demonstrate initiative and responsibility to comply with the clinical experience, since they will have to perform some tasks independently (development of care plans, presentations, among others).

### ***Ethics***

1. The student will always maintain professional conduct.
  - a. Vocabulary without obscene or profanity words.
  - b. Will show respectful behavior, blameless conduct, honesty, and discipline.
2. Maintain communication and effective interpersonal relationships between fellow students and the teacher.
3. The student will use tact and discretion in interpersonal relationships.
4. The student will use in the conference room or clinical areas situations that lead to the achievement of the objectives of the course.
5. The student will maintain confidentiality in relation to the patient and colleagues.
6. The disclosure of information about accidents or incidents that occurred during their educational



process will be reported to the corresponding persons (Department Management).

7. Demonstrate professional conduct and wear appropriate clothing as indicated by the Department's Regulations.
8. Only students enrolled and who have attended the orientation of the cooperating agency will be allowed in the classroom and laboratory.
9. The use of cell phones or other electronic equipment is not allowed in classrooms and clinical laboratories. Computers will be used with permission and at the discretion of the course instructor.
10. Recording in the classroom is prohibited. Only that student that the teacher uses recorders or cell phones in the classroom. This is a federal and state crime.
11. No student will present as their own the words, ideas, expression, work, or achievements of other people in writing work, presentations, or in panel or group discussions without making the appropriate citations and references. Such violations will not be tolerated. The consequences of plagiarism and other forms of dishonest academic conduct will be penalized as established in the Institution's Student Regulations.
12. The Copyright Law (copyright) of 1976 in its Section 106 establishes that it is illegal for any person to violate the rights provided by law for authors who own original works. In some cases, there are limitations with specific exceptions, the doctrine of "fair use" which is based on Section 107 of the Copyright Law. Said section considers fair reproduction as for the purposes of criticism, comment, news, information, academic study, and research.

### **Health**

1. During his course in the Nursing Program, the student will maintain good health practices (oral and personal hygiene).
2. The student will prove to be in good health to perform nursing interventions in clinical experiences.
3. Refrain from drinking alcoholic beverages and smoking. Observe compliance with the No Smoking Law #40.
4. The student with some type of disability, who wishes to request a reasonable modification in his courses, must request it to the Institutional Professional Counselor to be able to make the pertinent

arrangements. According to the ADA, the student requesting a reasonable modification must provide documentation of his or her disability within the first calendar month from the date the academic semester began.

### **INSTITUTIONAL POLICIES**

The CUSJ portal contains the complete versions of these and other policies. Access these at: <http://www.cunisanjuan.edu/>.

#### ***Right to information (Student Right to Know)***

The right to information consists of the disclosure of necessary information so that students, people who want to study, parents or guardians, and the general public can select the place where they will pursue post-secondary or university studies. In order for students to receive HEA (Higher Education Act, Public Law 110-315) Title IV student assistance, such as a Pell Grant, the institution must have its academic programs accredited and disclose information about the institution so that the student can make informed decisions.

#### ***Non- Discrimination***

The CUSJ is an employer with equal opportunities and does not discriminate against people based on race, color, sex, marriage, sexual orientation, gender identity, social or national origin, social condition, political affiliation, political or religious ideas, or for being a victim or being perceived as a victim of domestic violence, sexual assault or stalking, or without just cause, by reason of age, or for being military, ex-military, serving or having served in the United States Armed Forces or for holding veteran status.

#### ***Protocol Post-Secondary Passport Law and Reasonable Accommodation***

The CUSJ provides reasonable modification and services to the entire university community that presents a physical, mental, or sensory impairment or condition. It also complies with Law 250 of 2012 called the Reasonable Accommodation Post-Secondary Passport Law for Students with Disabilities from secondary schools aspiring to study in post-secondary institutions. In addition, it complies with Law No. 44 of July 2, 1985, as amended, which is the Law for the Prohibition of Discrimination against Disabled Persons with physical, mental, or sensory limitations.

### ***Alcohol and Drug Use***

The College, as a university center, aspires to provide the members of its community with an intellectual, social, and moral environment that stimulates the maximum and full development of the individual and encourages the study and search for truth in a climate of calm and respect. The illicit use of drugs and alcohol abuse is one of the problems that most affect our society. It represents a serious threat to the achievement of our aspiration since it decreases the efficiency and productivity of our human resources, limits the learning capacity in the academic field, and hinders the establishment of the desired climate. Any drug classified as such in the Federal Controlled Substances Law (21USC812) and the Puerto Rico Controlled Substances Law (24LPRA2012). Controlled drugs authorized by medical prescription are excluded. All spirits and beverages containing alcohol, whether produced by fermentation or distillation, including wines, beers, and cider. It refers to the illegal use of drugs or controlled substances and alcohol consumption by any employee, independent contractor, or CUSJ student, within the grounds or facilities.

### ***Manual That Regulates the Practice of Smoking in Public and Private Places***

Law 66 of March 1, 2006, as amended, known as the Law to Regulate the Practice of Smoking in Certain Public and Private Places, prohibits smoking in public facilities. That is why CUSJ employees, students, and visitors have to smoke outside the College premises. According to said Law, they must stay five meters (16 feet) away from the entrance of buildings or windows to avoid secondhand smoke.

### ***FERPA Act***

The Family Educational Rights and Privacy Act (FERPA) 20 USC § 1232g; 34 CFR Part 99 protects the privacy of student education records. This applies to all educational institutions that receive federal educational funds.

### ***Sexual Harassment***

The CUSJ has established its institutional policy against sexual harassment based on the social, work, and academic responsibility it has for the community it serves. Said policy prevents, avoids, and penalizes behaviors of a sexual harassment nature. The law obliges us to take all the actions that are pertinent and necessary to guarantee compliance. Any situation in which there is sexual harassment threatens the dignity of the human being. The commitment of the CUSJ is to maintain a place of study and work free of sexual harassment. All university personnel have the responsibility to immediately report any incident of sexual

harassment or sexual harassment, as outlined in this institutional policy.

### ***Domestic Violence Management***

The CUSJ has established a uniform, regulated, and confidential Protocol for handling situations of domestic violence within our Institution. It promotes a safe environment in the university community so that we can educate, prevent, and intervene in situations of domestic violence. Through this Protocol, we intend to educate our university community so that it can be alert to any sign of violence. The literature states that there are three common signs of abuse: physical abuse, emotional abuse, and sexual abuse. There is also stalking and cyberstalking. As part of our responsibility to comply with federal and state laws and municipal ordinances, the university community will be informed of the officials designated in the Institution to deal with situations of domestic violence.

### ***Suicide Prevention***

The CUSJ, as a public agency and municipal agency, establishes different work teams to develop and implement primary prevention strategies and intervene in situations in which suicidal behavior (ideas, threats, attempts, or death by suicide) of its employees is suspected or reported. / as, students, participants, and visitors, among others.

### ***NETIQUETTE: Ethics in the use of technology***

The CUSJ maintains responsibility and ethics in the use of all its information systems, whether for educational, professional, demonstrative, or work-related purposes. The Computer and Telecommunications Center is the office in charge of offering and monitoring access to the portal, email accounts, access to the wireless network (CUNI WI-FI), and the "Campus Agreement". The CUSJ, therefore, requires any person previously authorized by the Center to make good use of the computerized equipment and its programs. Failure to do so exposes you to legal action.  
Management of Complaints and Complaints

The Nursing Department believes in interpersonal relationships and effective communication that facilitate decision-making and problem-solving. In the event of any complaint or grievance from the student, the internal procedure established by the Department for handling them will be followed. In addition, the Student Regulations establish the procedure to follow if any difference arises in the process.

### ***Copyright***

Section 106 of the Copyright Act 1976 states that it is unlawful for any person to violate the rights provided by law for authors who own original works. In some cases, there are limitations with specific exceptions, the doctrine of "fair use" which is based on Section 107 of the Copyright Act. This section considers fair reproduction for the purposes of criticism, commentary, news, information, academic study, and research. See the Student Regulations.

### ***Plagiarism***

No student will present as his or her own the words, ideas, expressions, works, or achievements of others in the completion of a written work, presentations, or in panels or discussion groups without making appropriate citations and references. Such infringements will not be tolerated. The consequences of plagiarism and other forms of dishonest academic conduct will be penalized as established in the Student Regulations.

### ***"A.D.A." Law***

The "A.D.A." Law protects all those with a physical or mental impairment or both, and that substantially limits them to one or more main activities of daily living without exception. In the college or educational setting for students with a disability, reasonable accommodation will be provided according to their disability. For this process, contact the office of the institutional counselor in the Deanship of Student Affairs.

### ***Complaints Procedures***

The Health-Related Sciences Department believes in interpersonal relationships and effective communication that facilitate decision-making and problem-solving. In case of any complaint or complaint from the student, the internal procedure established by the Department for the handling of them will be followed. In addition, the Student Regulations establish the procedure to be followed if any difference arises in the process.

### ***Purpose***

Provide a guide to the student where he can request the review of decisions and actions of the rules and policies of the program.

### ***Procedure for handling complaints***

1. Request a meeting with the person involved in the situation.

2. Meet in a private initial dialogue in the agreed place.
3. If the situation is clarified in the initial dialogue, it will be concluded.
4. If the student is not satisfied, they may request in writing that the Department's management intervene.
5. If it is not resolved with the professor and with the direction of the Department, the student can submit a formal complaint in writing to the Dean of Student or Academic Affairs.
6. The address of the Department may be requested at the meeting where the situation will be presented to the Dean of Student or Academic Affairs.
7. The final agreements and resolutions will be kept in the Department.

### ***SUSPENSION RULES***

You may be suspended from the Program by being observed in any of the following:

1. Failure to comply with the established norms as established by the Student Regulations of the Colegio Universitario de San Juan.
2. Endangering the lives of patients under their care.
3. Failure in Nursing courses on more than two (2) occasions.

**TELEPHONE DIRECTORY**

Main (787) 480-2400  
Fax (787) 250-7395

Department	Extension
Rectory -	2371
Computer Center -	2398
Institutional Nurse -	2382
Academic Dean's Office -	2432
Night Directory -	2433
HRSD -	2446
Director -	2444
Coordinator -	2445
NSTIC -	2447
Library -	2452
Audiovisual -	2453
Student Dean's Office -	2424
Counselor -	2418
Admissions -	2401
Orientation and Tutorials -	2415
Gym -	2423
Administration Dean -	2460
Economic Assistance -	2462

**LICENSES, MEMBERSHIPS, AND ACCREDITATIONS**



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